

## APPENDIX B

### ***DOCUMENT PREPARATION WORK (PREP-WORK)***

#### ***STANDARD:***

1. Removal of staples
2. Removal of paper clips
3. Marking of duplex paper with a yellow marker on the side of the front page.
4. Removal from folders and binders.
5. Re-stacking and alignment of papers

#### ***EXTENSIVE***

1. Separating papers according to their sizes.
2. Re-setting of database directory and document structure.
3. Processing documents with less than 10 pages in size
4. Processing folders or documents names with more than 20 character length.
5. Processing torn pages
6. Processing post-it notes
7. Processing mail inserts and envelopes

## DOCUMENTS PICKUP/DELIVERY MANIFEST

<b>PICKUP DATE</b>		<b>PICKUP</b>		<b>DELIVERY</b>
<b>CUSTOMER NAME</b>				
<b>PICKUP LOCATION</b>		_____ (ISCAN'S AGENT NAME)		_____ (CUSTOMER AGENT NAME)
<b>BOX #</b>				
<b>JOB #</b> iScan use only		<b>G</b>	<b>P</b>	_____ (SIGNATURE)

Folder #	Folder Label	PICKUP Verified By <small>(Customer Initials)</small>	PICKUP Verified By <small>(iScan Agent Initials)</small>		DELIVERY Verified By <small>(Customer initials)</small>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

**For iScan Use Only: QA Confirmation**

<b>iScan Pickup Facility Manager</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
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